
Direct Loan Tools for Windows, Release 14.0

VOLUME IV SECTION



This section contains general overview information and guidance for schools and other agencies who use Direct Loan (DL) Tools Release 14.0 in combination with the three most recent cycle versions of EDEExpress, third-party software and/or other in-house systems to track, analyze, reconcile, and rebuild William D. Ford Federal Direct Loan data processed by the COD System.

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Important Rebuild Note

In April 2014, the COD System implemented changes to the format of Rebuild files (message class CODRBFOP) for 2012-2013 and forward to accommodate new data fields related to the 150% Direct Subsidized loan limit. We updated DL Tools, Release 14.0 to use the expanded Rebuild file layout implemented by the COD System in its April update. If you are currently running DL Tools, Release 13.0 (posted in June 2013) and you need to recreate loan records in your EDEExpress for Windows databases for the 2012-2013 or 2013-2014 award years using a Rebuild file generated by the COD System after its April 2014 update, upgrade to Release 14.0.

DL Tools Comparison

DL Tools Loan and Disbursement Comparison Reports, now located in the new Compare dialog box, are designed to be run using the SAS Reports with YTD detail, not monthly detail. See Volume IV, Section 8 of this technical reference for information about default settings and SAS option selections. You can change your report options (YTD detail, for example) by accessing the COD System Web site at cod.ed.gov.

Overview

William D. Ford Federal Direct Loan (DL) Tools for Windows, Release 14.0 is a supplemental software product for Direct Loan participants. You can download software and related user documentation from the U.S. Department of Education's Federal Student Aid Download (FSAdownload) Web site located at fsadownload.ed.gov.

DL Tools is a multi-year Windows-based application designed to provide the following functionality related to all Direct Loan schools' software:

- Compare the School Account Statement (SAS) to loans and actual disbursements recorded in EDEExpress or an external file, and/or compare the SAS to the DL Tools Cash database.
- Print the SAS in a readable format.
- Track Cash Receipts (drawdowns) and Refunds of Cash.
- Rebuild your Direct Loan origination and disbursement records in EDEExpress using an automated process.
- Run the Disbursement Measurement Tool Report to help monitor Direct Loan records in your EDEExpress database.

DL Tools was developed to process data for multiple program years. Release 14.0 contains functionality for the 2012-2013, 2013-2014, and 2014-2015 cycles. We removed all functionality related to the 2011-2012 cycle.

All Direct Loan schools can use the Compare and Cash Management functionality. The Rebuild function is used by schools to rebuild accepted Direct Loan records in EDEExpress for Windows databases. However, non-EDEExpress users can export data from a rebuilt EDEExpress database to recreate non-EDEExpress loans or databases.

The Disbursement Measurement Tool Report (available in DL Tools if connected to EDEExpress) and certain Direct Loan lists with tolerances (available in EDEExpress) assist schools with monitoring current operations, procedures, and program status, and can also help meet the Quality Assurance requirement in the Direct Loan program. Tolerances can be applied when running these reports. Tolerances are guidelines you set for evaluating the effectiveness of your school's Direct Loan processes and procedures. Your school decides which reports to use, when to run them, and what action to take as a result. You can use them to review progress as part of a continuous improvement plan.

Using DL Tools without EDEExpress

If you do not use EDEExpress, you can still use DL Tools to assist in reconciling. You can import cash, loan, or disbursement data from your external Direct Loan system into DL Tools, thus creating a temporary database you can use to compare your data to the SAS.

- To add school cash data to the newly created database, import the External Cash file (DLEXCASH).
- To add school loan data to the newly created database, import the External Loan file (DLEXLOAN).
- To add school disbursement data to the newly created database, import the External Disbursement file (DLEXDISB).

Fixed-length record layouts for each of these file types are included in Volume IV, Section 3 of the *2014-2015 Common Origination and Disbursement (COD) Technical Reference*.

These record layouts are used without header or trailer records.

When creating your external files, use the standard file names of DLEXCASH, DLEXLOAN, and DLEXDISB as noted at the top of each record layout. You need to include a carriage return/ line feed (CR/LF) (ASCII characters 13 and 10) at the end of each data record. At the end of the file, no end of file (EOF) marker is required, just the CR/LF markers.

After you have created your external files, open the DL Tools software and select **File, Import**. The options in the Import dialog box direct you through the steps to import these data files into DL Tools.

Users always see the “-R” label added to software fields.

Section 508 Compliance

To comply with Section 508 of the Rehabilitation Act, DL Tools for Windows, Release 14.0 is compatible with screen reader technology used by the visually impaired. Screen reader software cannot interpret color shading in DL Tools software entry fields or directly read the contents of software grid cells. To accommodate these restrictions, DL Tools for Windows, Release 14.0 includes the following features:

- All DL Tools fields that are shaded yellow to indicate they are required also display a “-R” after the software label. The “-R” indicates the field is required.
- All DL Tools grids display “floating” text descriptions of the contents of grid cells when cells are selected. The text displays one cell above (or below, if the first cell is selected) the selected cell. The text lists Row number, Column title, and (if applicable) the current Value. Clicking once in a cell, or using the Tab key or arrow keys to move to a cell, displays the text. Clicking a second time, or using the Tab key or arrow keys to move from a cell, hides the text.
- Floating text is always enabled for the SYSADMIN user ID and always displays in the Startup Information dialog box. To disable the floating text, go to **Tools, Setup, Security Users** and create a new user ID and password. Exit DL Tools, and then log back in with your new user ID and password. For all user IDs other than SYSADMIN, floating text is disabled by default. To enable floating text, select the **Enable 508 Grid Functionality?** checkbox in the Security Users dialog box.

DL Tools Release 14.0 Enhancements & Changes

The following enhancements and changes are available in DL Tools Release 14.0:

General

- **Program Year 2011-2012 Removed** – We removed DL Tools functionality and message classes applicable to program year 2011-2012.
- **Program Year 2014-2015 Added** – We added DL Tools functionality and message classes applicable to program year 2014-2015.
- **2014-2015 Message Classes Added** – Year indicators in message classes were updated for program year 2014-2015.

Rebuild

- **Rebuild of New 2014-2015 Origination Fields** – The Update Selected Records and Update All Records rebuild options for 2014-2015 now update the following fields on the EDEExpress 2014-2015, Release 3.0 Origination (Direct Loan) tab if provided in the Rebuild file: Subsidized Usage Limit Applies, Published Program Length, Special Programs, Program Credential Level, Weeks Program Academic Year, Calculated Published Program Length Years, Maximum Sub Eligibility Period, Actual Sub Usage Period, Sum Actual Subsidized Usage Periods, Actual Non Credential Teacher Cert Sub Usage Period, Sum Actual Non Credential Teacher Cert Sub Usage Periods, Remaining Actual Subsidized Eligibility Period, and Remaining Actual Non Credential Teacher Cert Sub Eligibility Period.
- **CIP Code and Enrollment Status Now Required for Rebuild When Updating Records** – Beginning with the 2014-2015 award year, you must report CIP Code and Enrollment Status values to the COD System for each anticipated or actual Direct Loan disbursement record for all loan types. To help ensure these required data elements are included when you recreate records in your EDEExpress 2014-2015 database using the Rebuild function in DL Tools, we added CIP Code and Enrollment Status fields to the import dialog box for the Rebuild import type for the 2014-2015 program year only. You must provide values for both fields if you select **Update All Records** or **Update Selected Records** for Rebuild Type; if you select **Compare Only** for Rebuild Type, the CIP Code and Enrollment Status fields are not displayed.

For more information regarding new Direct Loan origination fields for the 2014-2015 award year, see the EDEExpress 2014-2015, Release 3.0 help system or Volume III, Section 1, of this technical reference.

For the CIP Code field, you can enter a value of **00.000** to **99.999** or click the ellipsis (...) button to select from CIP Codes you defined in EDEExpress 2014-2015 CIP Code setup; the field defaults to the first value you defined in CIP Code setup. Valid values for the Enrollment Status field are **F** (Full-Time), **Q** (Three-Quarters Time), or **H** (Half-Time); the field defaults to F.

Note the following additional considerations:

- **For loans with anticipated disbursements only**, the Rebuild process uses the CIP Code and Enrollment Status values you provide on the import dialog box in DL Tools to update the corresponding CIP Code and Enrollment Status fields on the Origination (Direct Loan) and Disburse (Direct Loan) tabs in EDEExpress for the rebuilt student records.
- **For loans with one or more actual disbursements**, the Rebuild process uses the CIP Code and Enrollment Status values from the most recent actual disbursement's 01 sequence number in the Rebuild file to update the corresponding anticipated disbursement for that actual disbursement. The Rebuild process also uses the CIP Code and Enrollment Status from the last actual disbursement record to rebuild the corresponding fields on the Origination (Direct Loan) tab and for any remaining anticipated disbursements on the Disburse (Direct Loan) tab. In this situation, the CIP Code and Enrollment Status values you provide on the import dialog box in DL Tools do not apply (unless they match the values provided in the Rebuild file).
- **Payment Period Start Date Added to Disbursement Rebuild When Updating Records** – Beginning with the 2014-2015 award year, you must report a Payment Period Start Date value to the COD System for each anticipated or actual Direct Loan disbursement record for all loan types. The **Update Selected Records** and **Update All Records** rebuild options for 2014-2015 now update the Payment Period Start Date (labeled as PP Start Date) value for disbursements in EDEExpress 2014-2015 based on data provided in the Rebuild file.

Note the following additional considerations:

- **For loans with anticipated disbursements only**, the Rebuild process uses the anticipated disbursement date as the Payment Period Start Date for each rebuilt anticipated disbursement.
- **For loans with an anticipated disbursement in EDEExpress that matches an actual disbursement in the Rebuild file**, the Rebuild process updates the anticipated disbursement to be an actual disbursement in EDEExpress and uses the Payment Period Start Date on the actual disbursement's 01 sequence number.
- **For loans with at least one actual disbursement and remaining anticipated disbursements**, the Rebuild process uses the anticipated disbursement date as the Payment Period Start Date on any remaining anticipated disbursements.

Disbursement Detail External Add (DLEXDISB)

- **Transaction Date Ranges Updated** – Release 14.0 allows only the following transaction date ranges when you are importing a Disbursement Detail External Add file (DLEXDISB):
 - When a 2012-2013 Disbursement Detail External Add file is imported, the valid date range is 6/21/2009 to 12/28/2016.
 - When a 2013-2014 Disbursement Detail External Add file is imported, the valid date range is 6/21/2010 to 12/28/2017.
 - When a 2014-2015 Disbursement Detail External Add file is imported, the valid date range is 6/21/2011 to 12/28/2018.

Getting Help

Software Help

DL Tools Release 14.0 provides a help system to assist you with system setup and more details regarding use of this software tool.

General help is available from the menu bar and field help is available by pressing the F1 key. See the Using Help topic for more information.

Make sure you include both your TG number and your telephone number in your e-mail message.

CPS/SAIG Technical Support

For questions regarding technical assistance and software functionality, call CPS/SAIG Technical Support at: 800/330-5947, TDD/TTY: 800/511-5806. E-mail CPS/SAIG Technical Support at: CPSSAIG@ed.gov. A representative will respond within one business day.

Additional Assistance

If you have questions regarding the Direct Loan reconciliation or closeout process, please contact the COD School Relations Center at 800/848-0978 or send an e-mail to CODSupport@ed.gov.

You can also post questions regarding DL Tools on FSATECH. FSATECH is an electronic mailing list for technical questions about Federal Student Aid systems, software, and mainframe products. For more information on subscribing to FSATECH, go to ed.gov/offices/OSFAP/services/fsatechsubscribe.html.

Federal Student Aid staff or the financial aid partner responsible for the system will research your question and post a response to the listserv so that everyone can benefit from the information.